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Chief, Management Staff

12 September 1956

Chief, O&M Staff (ID/A Area)

Work Report for Period 6 September 1956 through 12 September 1956

1. Accomplishment

- a. Occupancy of Available Space in Curie Hall. [REDACTED] 25X1A9a
- b. Medical Staff, Increased Capabilities Requirement. [REDACTED] 25X1A9a

2. Assignments

- a. MS 5-1, OC, Study of the Comptroller Organization. [REDACTED] 25X1A9a
- b. MS 5-1A, OC, Follow-up on Implementation of Management Staff Recommendations regarding survey of Fiscal Division. [REDACTED] 25X1A9a
- c. MS 5-1B, OC, Study of Budget Division. [REDACTED] 25X1A9a
- d. MS 5-1C, OC, Study of Technical Accounting Staff. [REDACTED] 25X1A9a
- e. MS 5-1F, OC, Study of Program Analysis Staff. [REDACTED] 25X1A9a
- f. MS 5-80, OL, Review of Procedures, Printing Services Division. [REDACTED] 25X1A9a
- g. MS 6-1h, Study of Agency Overtime Practices. [REDACTED] 25X1A9a
- h. MS 6-19, OTR, Study of OTR Clerical Training Program. [REDACTED] 25X1A9a
- i. MS 6-28, OS, Administrative Survey of Correspondence and Records Branch; Transfer of UV Slots, Field to Headquarters and Establishment of New Organizational Components. [REDACTED] 25X1A9a
- j. MS 6-47, OC, Study of Use of UV Funds to pay Agency Employees. [REDACTED] 25X1A9a
- k. MS 6-48, OS, Reorganization of Support Branch, ISD. [REDACTED] 25X1A9a
- l. MS 6-49, OTR, Study of OTR Language and Area Instruction. [REDACTED] 25X1A9a
- m. MS-886, OL, Reorganization of Identification and Cataloging Branch, Supply Division. [REDACTED] 25X1A9a
- n. MS-936, OTR, Increase of Two Positions for the JOT Program. [REDACTED] 25X1A9a

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- o. MS-949, CTR, Reorganization of Basic and Intelligence Schools and the Establishment of a School of International Communism. [REDACTED]

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3. Training

Two hours - Study with an experienced examiner of C&M Techniques as applicable to CIA. [REDACTED]

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[REDACTED] 25X1A9a

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